

NOTICE
T&P CELL RIT (DIPLOMA)

All the HOD's (Allied, Mechanical, Automobile & Civil) are hereby informed that the personality development classes at BSF Polytechnic, Tekanpur will be held as the following schedule:

Diploma (Final Year Auto, Mech): 22nd to 26th September 2014

The HOD's are also notified that:

1. The classes will be organized 5 Days*6 hrs daily = 30 hrs
 2. The classes will be held from 9.30hrs to 12.30hrs & 13.30hrs to 16.30hrs. The department should ensure maximum attendance of the students during PD classes
 3. The department will take care of attendance of the students twice a day i.e. pre-lunch & post lunch and will submit the complied attendance to T P cell after completion of the training
 4. The department will have to arrange a lecture hall/lab with an LCD projector
 5. All the stationary for e.g. Chalk/duster/marker/board/blank sheets etc. will have to be arranged by the concerned department
 6. The T&P cell should be informed latest by 18/9/14, 1300hrs about the class/lab number engaged for PD classes and the faculty assigned for the activities of PD classes
- In case of any clarification, contact the T&P cell

All the T&P members will stay in the institute for facilitating the PD classes for the entire PD timing.

Mohit
16/9/14
Mohit Tiwari
Head, T&P cell

[Signature]
16/09/14
Diploma Officer
RIT (Diploma)

Copy to:

1. Principal, RIT (Diploma) (For info please)
2. Head Academics
3. HOD (Allied, Auto, Mech, Civil): For the arrangement & detailment of T&P representative from each deptt.
4. Notice Board
5. Website Committee (to upload on website)
6. To office(File)
7. *Adm Officer*